



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: June 15, 2018
TO: Mayor Chris Riley and City Council Members
FROM: Kelly Kuenstler, City Manager
SUBJECT: Pre City Council Meeting Report

Human Resources

- Vacant Positions
 - Animal Control/Code Enforcement Officer was filled. We welcome Jose Barron a transfer from the Public Work’s Department to this position.
 - One Patrol Officer Position; currently being processed.
 - Assistant Planning & Zoning Director; currently being advertised.

Court

Municipal Court Cases		14-Jun-18	
Number of cases scheduled			516
Number of defendants scheduled			413
Community Service		MAY -30 THRU JUNE 13	
Number of Hours Scheduled			77
Number of Completed C/S Hours			106
Community Services Hours Completed at			
Public Works			94
Fire Department			
Municipal Court			
Community Development			12
Outside at Non-Profit Organization			

Public Works

- Projects:
 - Plans are finalized for a new traffic signal system at Wurzbach and Exchange Parkway, and the bid package was advertised. The bid opening was held on 5/1, and the apparent low bid was submitted by SAECO Electric and Utility. LNV reviewed the bid packages and finalized their recommendation. The item will be presented for final approval to Council on June 19, 2018.

- The Cades Cove water and sewer main replacement project was designed. The CDBG Agreement was presented to City Council and the bid package and plans were advertised. The pre-bid conference was 5/22, and the bid opening was 5/29. The apparent low bid was submitted by Gilbert's Utility and Concrete, Inc. The item will be presented to Council for final approval on June 19, 2018.
- Year 1 street maintenance plans have been prepared and bids are to be advertised this month.
- The Evers Road bridge project is at the halfway mark! The gas main was relocated and the remaining concrete culverts are to be set and poured. The contractor will now start working several Saturdays, with an expected completion of mid-July.
- The Huebner at Evers traffic signal project is 95% complete. The controller box was installed last week and we are waiting on CPS approval before converting the system.
- Set meeting with Consultant Nelisa Heddin to finalize options for water rates, in anticipation of bringing to City Council in July.
- Received quotes for the repair of the Forest Oaks pool deck and pump room – anticipate construction the first three weeks of the pool being open.
- Received a Project Management Plan agreement from the United States Corp of Engineers for a Continuing Authorities Project (CAP) feasibility study of Huebner Creek to control flooding and repair bank erosion – will take to Council on June 19th for final approval of a budget adjustment in the amount of \$285,000 to pay our 50% portion of the cost. The San Antonio River Authority will pay their 50% upon signing the agreements.
- The subcontractor for the LC-17 project will begin constructing water offsets for the El Verde Road water main. The water will be shut off one day this week to install the offsets. We will be notifying the residents on that street in advance.
- We will be trenching Forest View and Forest Grove streets for Oak Wilt prevention for the next two weeks. Affected residents will be notified of the trenching. Residents are encouraged to investigate injecting their Oak trees to prevent Oak Wilt.

Police Department

Please see below information on police activity over the listed period.

- Arrest
 - 5-28-18 – 5400 Bandera Rd. - Traffic Stop – One cited/released – Vehicle Impounded
 - 5-28-18 – 5600 Bandera RD. – Theft less than \$100 – One cited/released
 - 5-28-18 – 6100 Forest Wood – Assault/Family Violence – One arrested on active county warrant
 - 5-29-18 – 5900 Bandera Rd. – Traffic Stop – One cited/released - Vehicle Impounded
 - 5-29-18 – 6200 Bandera RD. – Wanted Person – One arrested on active Travis county warrant
 - 5-29-18 – 6400 El Verde - Traffic Stop – One cited/released – Vehicle Impounded
 - 5-29-18 – 6800 Bandera Rd. - Traffic Stop – One cited/released – Vehicle Impounded
 - 5-29-18 – 6300 Rue Sophie – Emergency Detention – One arrested/released at hospital
 - 5-30-18 – 6800 Bandera Rd. – Public Intoxication – One arrested for offense/released at Detox Unit
 - 5-30-18 – 5700 Bandera RD. – Traffic Stop – One cited/released – Vehicle Impounded
 - 5-30-18 – Bandera RD. @ Wurzbach Rd. – Traffic Stop - One cited/released – Vehicle Impounded
 - 5-31-18 – 7000 Forest Way – Traffic Stop – One arrested on active SA warrants – Vehicle Impounded
 - 5-31-18 – 4800 Dick Gordon (Kirby) – Wanted Person – One arrested on active county warrant
 - 5-31-18 – 6600 Bandera Rd. – Narcotics Offense – One arrested for Possession of Marijuana < 2 oz.
 - 6-01-18 – 5900 Bandera Rd. – Traffic Stop – One cited released – Vehicle Impounded
 - 6-01-18 – 7000 Forest Grove – Emergency Detention – One arrested/released at hospital

- 6-01-18 – 6400 Evers Rd. – Narcotics Offense – One arrested for Possession of Marijuana < 2 oz.
- 6-01-18 – 7000 Bandera Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 6-02-18 – 6500 Bandera Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 6-02-18 – 6100 Bandera Rd. – Traffic Stop – One arrested on a active warrant – Vehicle Impounded
- 6-02-18 – 6700 Bandera Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 6-04-18 – 5600 Evers RD. – Criminal Trespass – One arrested for offense
- 6-04-18 – 6900 Bandera Rd. – Traffic hazard – Vehicle Impounded
- 6-05-18 – 5800 Bandera Rd. – Fight – Two cited/released
- 6-05-18 – 5900 Bandera Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 6-05-18 – 6700 Bandera Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 6-05-18 – 5800 Wurbach Rd. – Crash – One cited/released – Vehicle Impounded
- 6-06-18 – 6200 Bandera Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 6-06-18 – 7200 Linkcrest - Traffic Stop – One cited/released – Vehicle Impounded
- 6-06-18 – 7100 Bandera Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 6-06-18 – 6700 Bandera Rd. – Crash/DWI – One arrested for DWI
- 6-06-18 – 6100 Evers Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 6-07-18 – 6400 Bandera Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 6-07-18 – 5600 Bandera Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 6-07-18 – 6700 Bandera Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 6-08-18 – 7300 Linklea – Emergency Detention – One arrested/released at hospital
- 6-08-18 – 6600 Bandera Rd. – Emergency Detention – One arrested/released at hospital
- 6-08-18 – 6500 Bandera Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 6-08-18 – 7000 Bandera RD. Traffic Stop – One arrested for DWI – Vehicle Impounded
- 6-08-18 – 6500 Grissom Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 6-08-18 – 6500 Bandera RD. – Traffic Stop – One arrested for possession of Marijuana < 2 oz. – Vehicle Impounded
- 6-08-18 – 6600 Huebner Rd. – Crash/DWI – One arrested for DWI – Vehicle Impounded
- 6-08-18 – 6600 Gristmill – Criminal Trespass – One arrested for offense
- 6-09-18 – 7000 Bandera Rd. – Traffic Stop – One arrested for Possession of Marijuana < 2 oz.
- 6-10-18 – 6800 Bandera RD. - Traffic Stop – One cited/released – Vehicle Impounded
- 6-10-18 – 5600 Bandera Rd. – Public Intoxication – One arrested/released at Detox unit
- Significant Calls
 - 5-28-18 – 4800 NW Industrial – Alarm x2
 - 5-28-18 – 6500 Bandera Rd. – Crash
 - 5-28-18 – 6700 Blacksmith – City Ordinance Violation
 - 5-29-18 – 5200 Savory Glen – Runaway
 - 5-29-18 – 5900 Bandera Rd. – Crash
 - 5-29-18 – 5900 Forest Knoll – Deceased person
 - 5-29-18 – 7400 Huebner Rd. – Crash
 - 5-29-18 – 6100 Bandera Rd. – 911 Hang up
 - 5-29-18 – 6200 Bandera Rd. – Theft \$100-750
 - 5-29-18 – 6600 Bandera Rd. – Found open side gate at business
 - 5-29-18 – 6300 Forest Bend – Burglary/Vehicle
 - 5-29-18 – 6000 Grissom Rd. – Alarm
 - 5-29-18 – 6600 Huebner Rd. – City Ordinance Violation
 - 5-29-18 – 7100 Bandera Rd. – Alarm
 - 5-29-18 – 6800 Bandera Rd. – City Ordinance Violation
 - 5-30-18 – 7300 Crown Piece – Suspicious Vehicle
 - 5-30-18 – 6700 Forest Grove – Theft/Credit card

- 5-30-18 – 7000 Forest Park – Found open garage door
- 5-30-18 – 6400 Bandera Rd. – Suspicious circumstances
- 5-30-18 – 5900 Forest Ridge – Found open garage door
- 5-30-18 – 6400 Bander Rd. – Alarm
- 5-30-18 – 7000 Setters Ridge – City ordinance violation
- 5-30-18 – 5200 Savory Glen – Found runaway
- 5-30-18 – 6800 Bandera Rd. – Alarm
- 5-30-18 – 8000 Lobo Lane – Crash
- 5-30-18 – 6400 Bandera Rd. – Crash
- 5-30-18 – 5500 Bandera Rd. – Alarm
- 5-30-18 – 5700 NW Loop 410 – Crash
- 5-30-18 – 5400 Bandera Rd. – Alarm
- 5-30-18 – 5900 Bandera Rd. – Crash
- 5-30-18 – Bandera Rd. @ Wurzbach Rd. – Crash
- 5-30-18 – 6300 Sally Agee – Alarm
- 5-30-18 – 6300 Bandera Rd. – Crash
- 5-30-18 – 6000 Walking Gait – City ordinance violation
- 5-31-18 – 6000 Cammie Way – Alarm
- 5-31-18 – Bandera Rd. @ Wurzbach Rd. – Traffic hazard
- 5-31-18 – 6900 Fernmoss – Deceased person
- 5-31-18 – 5500 Saffron Way – Found open garage door
- 5-31-18 – 6300 Parsley Hill – Suspicious vehicle
- 5-31-18 – 5400 Cara Way – City ordinance violation
- 5-31-18 – 5200 Savory Glen – Alarm
- 5-31-18 – 5900 Bandera Rd. – Criminal mischief
- 5-31-18 – 6900 Forest Park – Alarm
- 5-31-18 – 6700 Poss Rd. Crash
- 6-01-18 – 6800 Poss Rd. – Alarm
- 6-01-18 – 6300 Rue Marielynn - Alarm
- 6-01-18 – 7300 Belmont Place – Alarm
- 6-01-18 – 5600 Bandera Rd. Crash
- 6-01-18 – 6100 Bandera Rd. – Crash
- 6-01-18 – 6400 Evers Rd. – Suspicious circumstances
- 6-01-18 – 6700 Strawflower – Suspicious circumstances
- 6-01-18 – 5900 Bandera Rd. – Crash
- 6-01-18 – 6000 Bandera Rd. – Alarm
- 6-01-18 – 6700 Poss Rd. – Hit and run crash
- 6-02-18 – 7300 Crown Piece – City ordinance violation
- 6-02-18 – 7200 Trace Buckle – City ordinance violation
- 6-02-18 – 6400 Evers Rd. – Alarm
- 6-02-18 – 5800 Grass Hill – City ordinance violation
- 6-02-18 – 5200 Caraway Bend – Found open garage door
- 6-02-18 – 5600 Bandera Rd. – Alarm
- 6-02-18 – 5400 Bandera Rd. – Found open front door
- 6-02-18 – 5200 Bandera Rd. – Criminal Trespass
- 6-02-18 – 5700 Evers Rd. – Alarm
- 6-02-18 – 5900 Bandera Rd. – Crash
- 6-02-18 – 5900 Bandera Rd. – Theft \$750-2500
- 6-02-18 – 6900 Bandera Rd. – Crash
- 6-02-18 – 6600 Bandera Rd. – Lost Property
- 6-02-18 – 5400 Wurzbach Rd. – Crash

- 6-02-18 – 6700 Yellow Rose – Runaway
- 6-02-18 – 6300 Handsome Lake – City ordinance violation
- 6-02-18 – 6400 Evers RD. – Alarm
- 6-02-18 – 6600 Bandera Rd. – Traffic hazard
- 6-02-18 – 5600 Bandera Rd. – Crash
- 6-03-18 – 6800 Bandera RD. - Alarm
- 6-03-18 – 7400 Horse Trail – Alarm
- 6-03-18 – 6100 Saddle Bow – Suspicious Vehicle
- 6-03-18 – 5400 Bandera Rd. – Found open front door
- 6-03-18 – 6700 Huebner Rd. – Crash
- 6-03-18 – 6500 Grissom Rd. – Alarm
- 6-04-18 – 5400 Nutmeg Trail – City ordinance violation
- 6-04-18 – 6900 Bandera Rd. – Alarm
- 6-04-18 – 5400 Bandera Rd. – Criminal Mischief \$100-750
- 6-04-18 – 7000 Settlers Ridge – Found open front door
- 6-04-18 – 6400 Evers Rd. – Alarm
- 6-04-18 – 6000 Kinman – City ordinance violation
- 6-04-18 – 6400 Red Jacket – Burglary of a Motor Vehicle
- 6-04-18 – 7200 Timber Leaf – Alarm
- 6-04-18 – 5600 Bandera Rd. – Criminal Mischief \$100-750
- 6-04-18 – 6400 Bandera Rd. – Theft \$750-2500
- 6-04-18 – 6000 Kinman – Alarm
- 6-04-18 – 6400 Balky – Lost property
- 6-05-18 – 6300 Seneca – Crash
- 6-05-18 – 6800 Bandera Rd. – Crash
- 6-05-18 – 6400 Rue Francois – Alarm
- 6-05-18 – 6500 Forest Grove – Suspicious circumstances
- 6-05-18 – 5400 Bandera Rd. – Suspicious person
- 6-05-18 – 7000 Forest Park - Alarm
- 6-05-18 – 6800 Linkway – Harassment
- 6-05-18 – 6400 Pacer Trail – Suspicion Person
- 6-05-18 – 6400 Evers Rd. – Alarm
- 6-05-18 – 7100 Bandera Rd. – Crash
- 6-05-18 – 5900 Bandera Rd. – Traffic Hazard
- 6-05-18 – Bandera Rd. Flyover – Crash
- 6-05-18 – 7200 Bandera Rd. – Alarm
- 6-06-18 – 6800 Bandera Rd. – Found open door
- 6-06-18 – 6800 Huebner RD. – Alarm
- 6-06-18 – 7700 Huebner Rd. – Crash
- 6-06-18 – 6200 Grissom Rd. – Crash
- 6-06-18 – 5700 Bandera Rd. – Crash
- 6-06-18 – 7000 Bandera Rd. – Hit and Run Crash
- 6-06-18 – 5500 Bandera Rd. – Alarm
- 6-06-18 – 5600 Grissom Rd. – Theft
- 6-06-18 – 6100 Forest Timber – Theft
- 6-06-18 – 6400 Stable Dr. – Alarm
- 6-06-18 – 7000 Bandera Rd. – Alarm
- 6-06-18 – 6900 Bandera Rd. – Hit and Run Crash
- 6-06-18 – 6400 Bandera Rd. – Found property
- 6-06-18 – 6800 Bandera Rd. – Alarm
- 6-06-18 – 6900 Bandera Rd. – Hit and Run Crash

- 6-07-18 – 6700 Huebner Rd. - Alarm
- 6-07-18 – 6900 Bandera Rd. – Crash
- 6-07-18 – 6500 Bandera Rd. Crash
- 6-07-18 – 6300 Evers Rd. – Alarm
- 6-07-18 – 5500 Bandera Rd. – Alarm
- 6-07-18 – 7000 Bandera Rd. – Crash
- 6-07-18 – 6200 Grissom Rd. – Missing person
- 6-07-18 – 5600 Evers Rd. – Assault by contact
- 6-07-18 – 5600 Bandera Rd. – Theft under \$100
- 6-07-18 – 5600 Poppy Seed Run – City ordinance violation
- 6-07-18 – 5600 Evers Rd. – Theft of a Motor Vehicle
- 6-07-18 – 5300 Wurzbach Rd. – Crash
- 6-07-18 – 5200 Savory Glen – Alarm
- 6-07-18 – Poss Rd. @ Cherry Leaf – Crash
- 6-08-18 – 5600 Poppy Seed Run – Found open garage door
- 6-08-18 – 5200 Grissom Rd. – Alarm
- 6-08-18 – 6800 Linkway – Alarm
- 6-08-18 – 5200 Savory Glen – Harassment
- 6-08-18 – 6700 Bandera Rd. – Crash
- 6-08-18 – 7600 Linklea – Alarm
- 6-08-18 – 7700 Forelock – 911 hang up
- 6-08-18 – 7000 Bandera Rd. – Theft
- 6-08-18 – 6600 Bandera Rd. – Crash
- 6-08-18 – 7000 Forest Moss – Alarm
- 6-08-18 – 7100 Bandera Rd. – Suspicious Person
- 6-08-18 – 6900 Forest Park – Alarm
- 6-08-18 – 6300 Grissom Rd. – Burglary of a Vehicle
- 6-09-18 – 6000 Grissom Rd. – Alarm
- 6-09-18 – 5800 Bandera Rd. – Crash
- 6-09-18 – Grissom Rd. @ Bandera Rd. – Crash
- 6-09-18 – 5700 El Verde – Loose dogs
- 6-09-18 – Watercress @ Thistle – Found property
- 6-09-18 – 5200 Savory Glen – Theft
- 6-09-18 – 7400 Huebner Rd. – Hit and run crash
- 6-09-18 – 7000 Bandera Rd. – Crash
- 6-09-18 – 5400 Bandera Rd. – Crash
- 6-09-18 – 7500 Eckhert Rd. – Found open front door
- 6-09-18 – 5200 Savory Glen – Runaway
- 6-09-18 – 6600 Bandera Rd. – Alarm
- 6-09-18 – 5600 Poppy Seed Run – Found open garage door
- 6-10-18 – 6900 Poss Rd. – Crash
- 6-10-18 – 6700 Poss Rd. – Alarm
- 6-10-18 – 7500 Linkside – City ordinance violation
- 6-10-18 – 6800 Poss Rd. – Found open door
- Traffic Citations - 253
- Warnings – 51
- The Criminal Investigation Unit
 - Cases Filed five (5)
 - 2 Harassment Class B cases
 - 1 Places Weapons Prohibited
 - 1 Theft Under 20- Felony Enhanced

- 1 Forgery
- Active Investigations
 - CID prepared three (3) search warrants and two (2) arrest warrants
 - CID is investigating three sexual assault cases (all known suspects)
- Additions CID Activity
 - CID participated in security operational plan for city council meeting, provided surveillance
 - 22 DVDs were copied for District Attorney's Office
- Code Enforcement
 - (12) Twelve vehicles tagged junked/abandoned/illegal
 - (1) One building violation
 - (52) Fifty-two grass/weed violations were handled
 - (2) Two swimming pool violations where the owner was given notice to clean their pools
 - (60) Sixty violation of city ordinance letters were sent out
 - (100) Hundred plus bandit signs were removed from the City
 - Code officers also lead an effort to paint over graffiti at ten different locations throughout the City.
- Animal Control
 - (4) Four stray dogs picked up
 - (6) Six cats picked up
 - (1) One dog was returned to the owner
 - (3) Three at large dog calls were handled with no animals found
 - (3) Three cats were trapped and released as part of the TnR Program
- Traffic Unit
 - The Traffic Unit officers were assigned to school zones before and after school and worked on several reported neighborhood speeding/traffic concerns including the Links, Monte Robles, and Forest subdivisions and monitored traffic near the construction zone at Bandera Plaza and the Walgreen's. Traffic officers attended court for eight (8) hours and one attended training for twenty-four (24) hours during the reporting period.

Moving Violations	100
Non-Moving Violations	06
Warnings	30
Vehicles Impounded	08
Violation of City Ordinances	13
- Training
 - Officer Breton attended First Line Supervisor course taught at the Live Oak Police Department.
 - Corporal Farias attended the TASER electronic conductive device instructor re-certification course in Georgetown, Texas.
 - Officer Azar attended the Drug Facility Sexual Assault Family Violence Strangulation Course through Police One.
 - Officer Breton completed a Family Violence investigation course through Police One.

Fire Department

- **Inflatable Fire Safety House Arrives!** – The fire department took delivery of an inflatable fire safety house from the Boulder Blimp Co. out of Boulder Colorado. The “house” was obtained through a grant from the Firehouse Subs Foundation, which provided 100% funding (\$6,700). This new tool inflates in seconds and includes rooms, doors, and windows just like a real house. Firefighters will be able to walk groups of children and adults through the house, and teach the principals of fire safety.
- **Shelter exercise success!** – Emergency Management Coordinator/Assistant Fire Chief Blake Wade was very successful in coordinating a shelter exercise with the Red Cross, NISD, regional Citizen Emergency Response Teams (CERT), and local citizens on June 9th. This was the most attended shelter

drill we have had in Leon Valley to date, and included over 50 people. Attendees learned the fundamentals of emergency shelter operations such as managing check-in, food service, setting up cots, and much more. The Red Cross continues to be the leader in emergency shelter management, and we are working to keep regular/coordinated training in Leon Valley.

- **Structure Fire In the Ridge of Leon Valley** - The fire department responded to a reported house fire in the Ridge of Leon Valley on June 10th. Firefighters arrived in just minutes and discovered heavy smoke coming from the home. The Fire Lieutenant directed the team to make an interior attack and search. Once inside, the team worked to extinguish one room fully-involved, and removed pets that unfortunately succumbed to the heavy smoke. Firefighters attempted CPR on the pets for several minutes, but were unable to revive them. Expect work in the area for some time as the family rebuilds, and keep them in your thoughts and prayers.
- **New “Pets Inside” Stickers Available** – The department has obtained new window decals that help identify to Firefighters the homes with pets. These new decals will be displayed and made available soon...details to come on our Facebook, Nextdoor page and Enews. This initiative, along with the obtaining of pet oxygen masks through a grant are efforts to improve our service delivery.
- **Soap Box Derby** – The Soap Box Derby is on track, and drivers have had two successful training days. Finishing touches are being done on Derby cars, and the overall plan for the event. This event includes 30 volunteers in various positions.

Community Development Department

- Zoning Code Revisions
 - Staff and the Zoning Commission continue to discuss revisions to the City’s zoning code. At the upcoming meeting, the Commission will be discussing Procedures, including Administrative procedures (Staff), Legislative procedures (Zoning Commission and City Council), and Quasi-judicial procedures (Board of Adjustment). Topics will also include Specific Use Permits (SUP) and the introduction of “Limited-Use” Permits, which are similar to SUP’s, except that may be approved administratively.
 - June 26th.....Procedures
 - July 24th.....Districts Classifications
 - August 28th.....Use Regulations
 - September 25th.....Development Standards
 - October 23th.....Non-Conformance
- Zoning Cases
 - The next Zoning Commission meeting is scheduled for June 26, 2018, at 7:00 pm.
 - The Department has an open Zone Change and Specific Use Permit request for 7317 Huebner Road to facilitate the expansion of the St. John’s Baptist Church. The applications are currently on-hold, due to the Zoning code requirement to submit a Level 1 Traffic Impact Analysis.
 - A Master Sign Plan request has been submitted by Keller Sign Company, to allow for a minor expansion of existing freestanding signage at the HEB Market place shopping center. This request is scheduled for the June 26th Zoning Commission meeting.
 - A minor code revision is also scheduled for the June 26th Zoning Commission meeting. The revision will remove the Code requirement to hold Commission meetings at 7:00, in order to provide more flexibility in potential meeting times.
- Board of Adjustment
 - The next Board of Adjustment meeting is tentatively scheduled for June 28th, 2018. This meeting was tentatively scheduled due to an influx of inquiries for potential variances and appeals. To date however, no applications have been received.
- Plats
 - Staff has an open replat request by Huebner Dirt Investments Ltd. for 2.418 acres located on Huebner Road. The replat would potentially create 3 lots. The land is undeveloped and is

currently zoned B-1 and B-2. The applicant plans to request a rezoning of the property and has postponed his plat application until that time. An SUP will also be required for new commercial development on the site because it is adjacent to residential zoning.

- City Council
 - The City Council is scheduled to consider the Master Sign Plan request submitted by Keller Sign Company, following consideration and recommendation by the Zoning Commission.
- Hike and Bike Trail Committee/Parks Committee
 - A joint Hike and Bike Trail and Parks Committee meeting is scheduled for July 12th, 2018, at 6:30 pm.
- ONIT
 - Staff continues to work with the On-It team to resolve zoning, code enforcement, and certificate of occupancy issues throughout the City. Staff provides support to Code Enforcement Officers conducting research, preparing notices of violation, and initiating zoning and variance requests.
- Permitting And Records
 - 68 walk-in customers were served from May 30, 2018, to June 13, 2018.
 - 51 permits were processed or are in progress.
 - 4 Certificates of Occupancy were issued.
 - 1 commercial building permit (new construction, additions, renovations) were issued.
 - The majority of permits issued were Contractor Registration and trade permits (MEP).
- Development Meetings/Correspondence
 - Staff coordinated with several residents regarding questions about fence permits. To receive a permit for a fence permit, a site plan is required. A survey is also required if the original stakes installed at the time of platting, are not present or visible for City inspectors during inspection.
 - The Wei-Kee restaurant, formerly China Bowl, removed the existing non-conforming pole sign at their property on June 13th. This removal was required per the City's Sustainability Overlay District Standards, which intends to promote enhanced, lower-scale, monument signage along the Bandera Road Corridor.
 - Build Your Own Parts, 6610 Bandera Road, informed the City they will be removing the poles in their parking lot that are remnants of a previous pole sign.
 - Staff continues coordination with the owners of the Crystal Lakes Shopping Mall. They are planning for infill development on the site which will include a new 9,000 square foot office building and enhanced landscaping at the northwest corner of Wurzbach and Watercress Roads.
 - Staff further coordinated with the project architects for the LA Fitness Center proposed in the HEB Market Place Shopping Center. They have a prototype façade for all LA Fitness developments that does not conform to the City's Sustainability Overlay District Standards. The intent of the Code is to limit "brand" specific facades such as Circuit City's or Best Buy's – which can limit future adaptability of a building and contribute to urban blight. They stated they may appeal Staff's interpretation of the design standards of the code.
 - Staff met with management of the San Antonio Aquarium regarding required landscaping for the proposed expansion of their facility. Landscaping items will include street trees, parking lot trees, and parking lot buffering along Bandera Road.
- Development Process
 - Staff continues work streamlining the City's overall development review process, including:
 - The introduction of "Package Permits" which will consolidate all permits associated with a single project, into one consolidated "global" review process.
 - The assignment of a permit liaison for all building permits, to help guide the City's customers through the permitting process.
 - The updating of all permit applications to include checklists for applicants and Staff.
 - Creation of a deadline schedule to assist customers in project planning.

Economic Development

- The Economic/Community Development Advisory Group met May 30, 2018, and recommended approval of funding business breakfasts in coordination with UTSA's Small Business Development Department. This will be presented at the June 19, 2018 City Council Meeting.
- The Economic/Community Development Advisory Group will give their annual report to the Leon Valley City Council on June 19th, 2018.
- Staff is working with Quik Trip with the permitting process in anticipation of this store opening in October of 2018.
- Staff is working with the owner of the Rios Crystal Mall as they continue to construct an area for a new dollar store.
- Staff (led by City Secretary) continues to work on 4th of July activities and sponsors.
- Staff is working on developing a marketing sheet to present at the breakfast meetings and other potential opportunities.
- Old Lack's Furniture Building will be filled with a new business in the very near future – staff assisting with this economic development project.

City Secretary

- Since the last report, the City Secretary's Office has processed 16 open record requests. Those requests were for: permit information, Red Light Camera items, planning/platting site plans, Staff emails, staff text messages, staff phone records, body cam videos, various historical ordinances, training manuals, oath of office information, and court records.
- Continued planning for the 2018 July 4th Event.
- City Council minutes, publication of recently adopted ordinances and agendas.

Library

- Summer reading kick-off successful with approximately 100 attendees (great with road closure!)
- Daily events with our summer reading program, both children and adults.
- No Trustee Meeting in July, next meeting on Tuesday, August 14, 2018.
- Featured upcoming programs:
 - Wednesday, June 20, 2018, at 10:30 a.m. a Dairy Cow visits the library in a mobile classroom.
 - Thursday, June 28, 2018, at 10:30 a.m. Happy Tails Entertainment is bringing exotic animals – event will be held in Veteran's Memorial Park outside the library.
 - Saturday, July 7, 2018, at 11:00 a.m. we have hands on Balloon Twisting program.
 - Friday, July 13, 2018, at 10:30 a.m. we have a "BIG RIG PETTING ZOO" which features vehicles that the kids get to interact with. Police, Fire and Public Works are all participating with their vehicles.

Upcoming Events:

- Regular City Council Meeting begins at 6:00 p.m. on Tuesday, June 19, 2018, in the Leon Valley City Council Chambers.
- Upcoming Important Events:
 - Next Regular City Council Meeting, July 17, 2018, at 6:00 p.m.
 - Library Summer Reading Program Kick Off, Saturday, June 9, 2018, at 10:30 a.m.
 - Leon Valley Swimming Pools opened Memorial Day Weekend.
 - Leon Valley Historical Society Quarterly Meet and Greet June 21, 2018, at the Leon Valley Library located at 6425 Evers Rd.
 - Next Impound Lot Auction is scheduled for June 28, 2018, at 9:00 a.m. at the Conference Center.
 - Library Board of Trustees Meeting cancelled for July.
 - Regular City Council meeting scheduled for July 3, 2018, has been cancelled.
 - City Hall will be closed in observance of Independence Day, July 4, 2018.

- City of Leon Valley July 4 Celebration, all day July 4th beginning with the Pioneer Firecracker Fun Run/Walk at 7:30 a.m.; 24th Annual Parade at 9:30 a.m.; Inaugural Soap Box Derby at 11:00 a.m.; Festival at Raymond Rimkus Park from 5:00 p.m. until 10:30 p.m.; with the Fireworks Spectacular occurring at dusk.
- Committee Meetings:
 - Pool Advisory Committee; June 18, 2018, at 7:00 p.m. at Leon Valley Conference Center.
 - Police Advisory Committee; June 20, 2018, at 6:30 p.m. at City Hall.
 - Zoning Commission Meeting; June 26, 2018, at 7:00 p.m. at City Hall.